



NURSE CONSULTANT III (SPECIALIST)  
NURSE CONSULTANT III (SUPERVISOR)  
Final Filing Date: Continuous

OPEN – SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE      OPEN – DEPARTMENTAL SPOT FOR:  
  
DEPARTMENT OF CORRECTIONS AND REHABILITATION  
  
**SACRAMENTO COUNTY (Indicate this location on your application.)**

WHO SHOULD APPLY      Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing periods for this examination are: **January – June and July – December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY      Submit Examination Application (Std. Form 678) and a Supplemental Application to the address listed below:

**By mail with:**  
Department of Corrections and Rehabilitation  
Selection Services Section  
P.O. Box 942883  
Sacramento, CA 94283-0001  
(916) 322-2545

**or**

**In person with:**  
Department of Corrections and Rehabilitation  
Selection Services Section  
1515 “S” Street, Room 522-N  
Sacramento, CA 95814  
(916) 322-2545

If you are personally delivering your application(s), you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.

The Supplemental Applications for Nurse Consultant I can be downloaded from State Personnel Board’s website at [www.spb.ca.gov](http://www.spb.ca.gov) or CDCR’s website at [www.cdcr.ca.gov](http://www.cdcr.ca.gov), or copies can be obtained by calling (916) 322-2545, or going to the address listed above.

**NOTE:** Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS      Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

SALARY RANGE(S)      **Nurse Consultant III (Specialist)**  
**Salary for Adult Institutions as of September 1, 2006**

**\$8,558.00 - \$10,402.00 per month** - This salary range includes pay increases approved by the United States District Court and applies to Nurse Consultant III (Specialist) appointed to all Adult Institutions and Division of Correctional Health Care Services.

**Base Salary (as of July 1, 2006)**

\$5,757.00 - \$6,877.00 per month

**Nurse Consultant III (Supervisor)**  
**Salary for Adult Institutions and Juvenile Facilities as of September 1, 2006**

**\$8,861.00 - \$10,770.00 per month** - This salary range includes pay increases approved by the United States District Court and applies to Nurse Consultant III (Supervisor) appointed to Adult Institutions and Juvenile Facilities and Division of Correctional Health Care Services.

**Base Salary (as of July 1, 2006)**

\$5,429.00 - \$6,549.00 per month

- BENEFITS
- Deferred Compensation Plans (Savings pool, 401k and 457 plan)
  - \$100 monthly Bilingual Differential Pay
  - 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
  - 75% Reimbursement of Public Transit Passes, \$65 maximum per month
  - Flexible work hours (Management discretion)
  - Pre-tax parking (Where applicable)
  - Fourteen (14) paid holidays
  - Generous paid vacation/sick leave or annual leave
  - Jury duty/military/bereavement leave
  - Health, Dental, Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
  - Pre-retirement death benefit
  - Dependent Care Program
  - Long Term Care Insurance (CalPERS)
  - Home Loan Program (CalPERS)
  - Legal Services
  - Employee Assistance Program
  - Work and Family Advisory Committee

- BENEFITS, CONTINUED

- Up to 32 hours of paid time off during a two-year period to attend continuing education classes/units to maintain license.
  - Reimbursement of License Renewal Fees (Actual Cost)
  - Educational funding may be available through the following programs (Contact a Health Care recruiter for additional information):
    - Federal Loan Repayment Program, administered by the National Health Services Corporation offered at selected institutions
    - Health Professions Education Foundation Scholarship and Loan Repayment Program
    - State Registered Nurses Scholarship Program offered at selected institutions

MINIMUM QUALIFICATIONS

**Minimum Qualifications are the Same For Both Classifications:**

**License:** Possession of an active valid license as a registered nurse in California. (Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license before they will be considered eligible for appointment.)

**And**

**Education:** A baccalaureate or higher degree in nursing from a school of nursing accredited by the National League for Nursing (NLN) or its equivalent for foreign graduates. (For applicants who received a baccalaureate degree in a health-related field prior to 1990, the California State Public Health Nurse Certificate may be substituted for the baccalaureate in nursing [BSN]; thereafter the baccalaureate or higher degree must be in nursing from a school of nursing accredited by the NLN or its equivalent for foreign graduates.)

**And**

**Education:** Possession of a master's degree in a health-related field such as: nursing, public health, health care services, health care administration, or hospital administration. All degrees must be from an institution approved by the Council for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10.

**And**

**Either I**

**Experience:** Two years of experience performing the duties of a Nurse Consultant II in the California state service.

**Or II**

**Experience:** Broad and extensive (at least five years) professional registered nursing experience, at least four years of which shall have been in an administrative, consultative, teaching, or supervisory capacity. (One year of health-related postmaster's graduate work may be substituted for one year of general nursing experience.)

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**Additional Desirable Qualifications:** Special consideration will be given to candidates at all levels who possess professional nursing experience in a local health department or other community health agency.

**Applicants must show their Registered Nurse License number, title, and expiration date on their Examination Application (Std. Form 678).**

EXAMINATION PLAN

This examination will consist of a Training and Experience Evaluation (supplemental application) weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application. See section titled "How to Apply" for information on where to obtain a copy of the supplemental application and other needed materials.

Candidates who meet the "Minimum Qualifications" will have their supplemental application graded. If they pass the examination, they will be placed on an eligible list. **RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.** Candidates who do not return the completed supplemental application will be eliminated from this examination.

**Training and Experience Evaluation (Supplemental Application) -- Weighted 100.00%**

**Scope:**  
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

**BOTH CLASSES**

**Knowledge of:**

- Principles, techniques, methods, and procedures of current nursing practices
- Epidemiology and methods of health promotion and disease prevention concepts and methods of control of communicable diseases
- Current philosophies and patterns of nursing education
- Principles and methods of consultation; group process and problem solving
- Research principles and methodology
- Roles, responsibilities, and interrelationships of the various health disciplines and health agencies
- Functions of social and health agencies

EXAMINATION  
PLAN, CONTINUED

- 8. Cultural and sociological patterns as they affect health programs
- 9. State and Federal legislation related to health services
- 10. The administration, organization and trends in health care delivery system
- 11. Techniques of program planning, development, monitoring, and evaluation
- 12. Management problem-solving methods
- 13. Principles and methodology of research
- 14. Current trends in the fields of nursing education and health care services
- 15. Interagency and interdisciplinary relationships

Ability to:

- 1. Effectively provide consultation and technical assistance; establish and maintain the confidence and cooperation of those personnel within the department and in other social and health agencies
- 2. Analyze situations accurately and take effective action
- 3. Be flexible in approach to the solution of problems
- 4. Communicate effectively
- 5. Prepare reports
- 6. Apply principles of administration of nursing and health care services in various administrative patterns
- 7. Assist administrators to plan with others in meeting community health needs

ADDITIONAL KNOWLEDGE AND ABILITIES FOR NURSE CONSULTANT III (SUPERVISOR)

Knowledge of:

- 1. Principles and practices of effective supervision
- 2. Techniques of employee training and development
- 3. A supervisor's responsibility for promoting equal opportunity in hiring, employee development and promotion and for maintaining a work environment which is free of discrimination and harassment

Ability to:

- 1. Effectively supervise and train subordinate staff
- 2. Manage a health program or project
- 3. Establish and maintain priorities
- 4. Effectively promote equal opportunity in employment and maintain a work environment which is free of discrimination and harassment

ELIGIBLE LIST  
INFORMATION

A separate eligible list for each classification will be established to fill vacancies for the Department of Corrections and Rehabilitation in Sacramento only. Names of successful candidates are merged into the lists in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the lists warrant a change in this period.

POSITION  
DESCRIPTION AND  
LOCATION(S)

Nurse Consultant III (Specialist):

A Nurse Consultant III (Specialist), under general direction, provides the most complex, difficult, and sensitive consultation; develops plans, organizes, coordinates, implements, and evaluates the nursing and related components of a major statewide program; evaluates and ensures statewide program consistency; provides professional guidance to nursing and other health professional staff; and performs other related work.

Nurse Consultant III (Supervisor):

A Nurse Consultant III (Supervisor), under general direction, supervises a small to moderate group of Nurse Consultants and/or other health professional/technical staff; personally performs the most difficult, complex, or sensitive, consultation and policy and program development work; and performs other related work.

For Both Classifications:

Positions exist within the California Department of Corrections and Rehabilitation in Sacramento only.

VETERAN'S POINTS/  
CAREER CREDITS

Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.

GENERAL INFORMATION

**Applications are available at** Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and on line at [www.spb.ca.gov](http://www.spb.ca.gov).

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
[www.cdcr.ca.gov](http://www.cdcr.ca.gov)

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS